



City of South Bend

Vacancy Announcement

Post Date: Tuesday, April 7, 2015

Closing Date: Until filled

HUMAN RESOURCES INTERN

Category: Intern

Department: Administration & Finance

Reports To: Talent Manager

Shift: Monday-Friday, 8 AM-5 PM during Summer 2015. Hours may vary based on operational needs.

Pay Rate: \$10.00/hr.

Position: SUMMARY

The Human Resources Intern will assist the Human Resources department with a wide range of projects and day-to-day activities related to new employee orientation, employee benefits, recruiting, and employee relations. This internship is designed to be both educational and practical.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Participate in and learn the importance of employment law and compliance, especially regarding employment eligibility, confidentiality, proper maintenance of employee files, and forms management.
- Assist with employee benefits management issues related to plan renewal and open enrollment, benefits enrollment and termination, troubleshooting employee benefits issues, and the customer service aspect of benefits oversight.
- Assist in the recruiting and hiring process including: posting job openings, reviewing resumes, scheduling interviews, etc.
- Assist in processing of new employee paperwork and resolving payroll issues related to onboarding and termination.
- Participate in departmental meetings.
- Provide administrative support to the department including data entry and filing.

NON-ESSENTIAL DUTIES

- Answer phones, assist customers, and perform other duties as required.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Current or recent enrollment in a graduate or undergraduate degree program with intent to pursue a career in the Human Resources field.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Ability to prioritize tasks and handle numerous assignments simultaneously.
- Highly skilled in Microsoft Office.
- Excellent communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the intern is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers to handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-employment drug screen required.